

Minimum Qualifications
H5E – LEGAL ASSISTANT
May 14, 2012

Title/Class Code	Education/Experience/Licensure/Certification	Substitutions
LEGAL ASSISTANT I H5E1XX	A paralegal certificate obtained through either an American Bar Association (ABA) approved paralegal studies program or an accredited college or university.	<p>Four years of work experience in a paralegal capacity which included conducting legal research, preparing drafts of legal documents and gathering and compiling data from legal references and resources will substitute for the paralegal certificate.</p> <p>At the agency's discretion, a Juris Doctorate degree from an accredited law school may substitute for the paralegal certificate.</p>
LEGAL ASSISTANT II H5E2XX	A paralegal certificate obtained through either an ABA approved paralegal studies program or an accredited college or university AND one year of paralegal experience.	<p>Four years of work experience in a paralegal capacity which included conducting legal research, preparing drafts of legal documents and gathering and compiling data from legal references and resources will substitute for the paralegal certificate.</p> <p>At the agency's discretion, a Juris Doctorate degree from an accredited law school may substitute for the paralegal certificate.</p>